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Security Information

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OFFICE OF RESEARCH AND REPORTS

24 August 1953

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Office Notice RM-53

SUBJECT: ORR Consultants

1. The use of consultants in the research activities of the various components of ORR has become increasingly greater over the last year with a corresponding increase in expenditure of funds for salary and travel. In the interest of budgetary, as well as substantive, control over the use of consultant services, it has become necessary to formalize the following administrative procedures:

a. When it is deemed useful to call in a consultant, the division having primary interest in the services of the consultant will address a memorandum through the appropriate Area chief to the Assistant Director, attention Special Assistant to the AD. This memorandum will set forth the following information:

- (1) Who the consultant is.
- (2) Where he is affiliated (university, company, etc.)
- (3) When it is desired to have the consultant present.
- (4) What is to be discussed with the consultant.
- (5) Why it is necessary to call in a consultant to discuss the matter.

b. After notification of approval is received by the division the following rules will apply:

(1) The administrative assistant of the division concerned will forward a Travel Order to the Administrative Staff (except in those cases where a blanket Travel Order has been authorized) prior to initiation of the travel. Usual Travel Order processing procedure will prevail.

(2) All consultants who are in a continuing duty status for more than five days will obtain prior approval from the Chief, Administrative Staff for Official (reimbursable) travel during this period.

(3) Consultant Time and Attendance Reports will be maintained by the division having primary interest in the consultant's services, and will be prepared for the signature of [redacted] Chief, St/A/RR as Certifying Officer. These Reports must be initialed by the division chief and forwarded to the Administrative Staff by 0900 on the Tuesday following the close of the pay period.

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(4) Division chiefs will attach to the Time and Attendance Report each pay period a brief statement for each consultant on duty in their division during any portion of the pay period. The statement should indicate the consultant's contribution to the research effort of the division or Office and a summary of the type of source materials reviewed by the consultant. This statement will be forwarded by St/A to the Assistant Director and appropriate Area chief for their review.

2. Any questions pertaining to the procedures outlined above should be referred to Chief, Administrative Staff, room 1125 M Building, extension 2412.

FOR THE ASSISTANT DIRECTOR:

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